

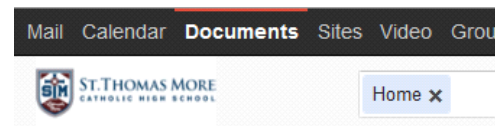
# CREATING A SURVEY IN GOOGLE.DOCS

Tuesday, February 28, 2012  
8:48 AM



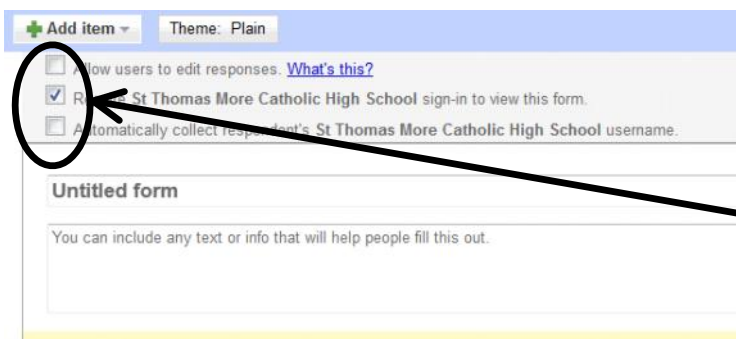
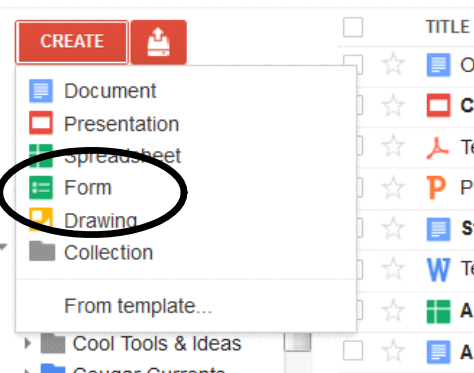
In Google, select MORE then DOCUMENTS.

If you are not already logged in to Gmail/Google.docs, you will need to do so.



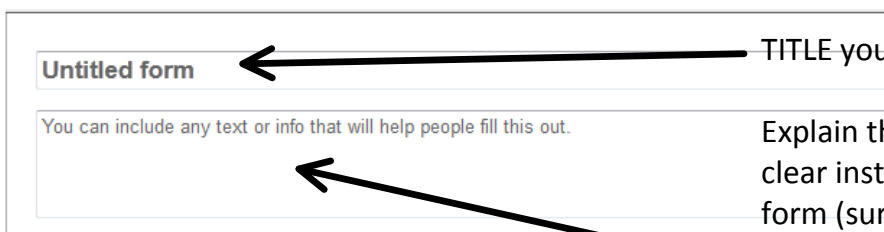
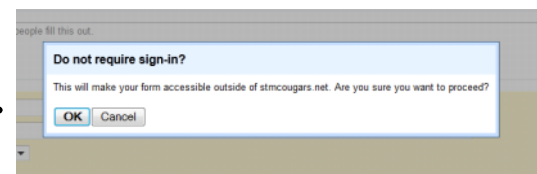
Docs

In Google.docs, select CREATE then FORM.



**REMOVE** the checks from the initial checkboxes at the top of the window if you need others outside the STM domain to take the survey.

It will prompt you that outsiders will be able to access your form. Click OK.

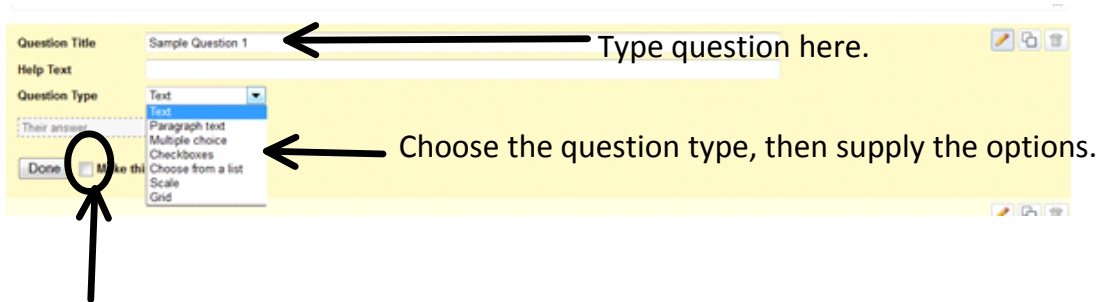


TITLE your form.

Explain the purpose of the poll and give clear instructions as to how you need the form (survey, poll) to be answered. This would also be a good place to thank them for participating in your poll

for participating in your poll.

SUGGESTION: If your survey is NOT ANONYMOUS, you may want the first few questions to identify the person taking the poll (i.e. name, age, grade level, gender, etc.).



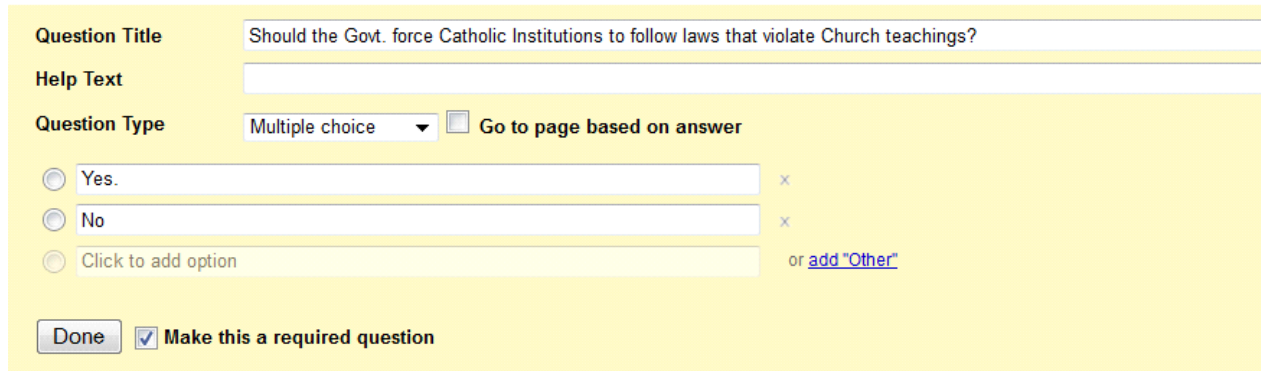
This screenshot shows the Google Forms question editor. A yellow background highlights the 'Question Title' field, which contains 'Sample Question 1'. An arrow points to this field with the text 'Type question here.'. Below the title field is the 'Question Type' dropdown menu, which is open and shows options like 'Text', 'Paragraph text', 'Multiple choice', 'Checkboxes', 'Choose from a list', 'Scale', and 'Grid'. An arrow points to this menu with the text 'Choose the question type, then supply the options.'. At the bottom left of the editor, there is a 'Done' button and a checkbox labeled 'Make this a required question'. An arrow points to the 'Make this a required question' checkbox.

Check to make the question mandatory, then select DONE when finished.

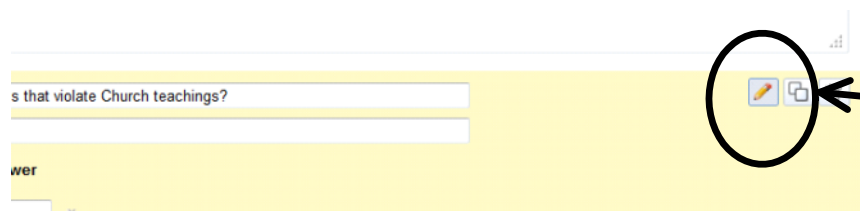
## EXAMPLE

### Social Justice Debate

Thank you for agreeing to participate in this opinion poll for my Religion IV class. Please read each question carefully and answer honestly . . .



This screenshot shows a completed Google Form question. The 'Question Title' is 'Should the Govt. force Catholic Institutions to follow laws that violate Church teachings?'. The 'Question Type' is 'Multiple choice'. There are three radio button options: 'Yes.', 'No.', and 'Click to add option'. There is a checkbox labeled 'Go to page based on answer' which is unchecked. At the bottom, there is a 'Done' button and a checked checkbox labeled 'Make this a required question'.

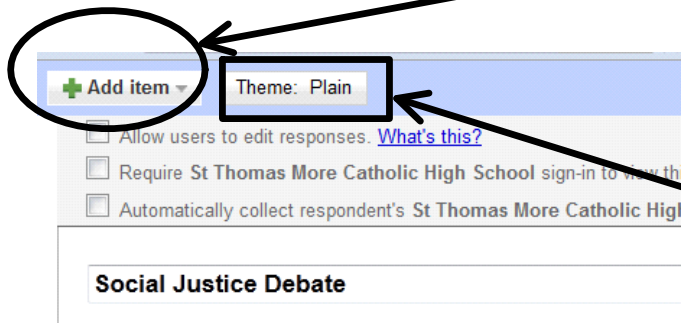


This screenshot shows the Google Forms question editor for the same question. A yellow background highlights the question title and the 'Question Type' dropdown. A pencil icon is circled in the top right corner of the editor, indicating the edit function.

If you decide later to change a question, you can EDIT the question or choices at any time by clicking on the PENCIL icon.

Google.docs gives you 2 questions. When you need additional questions, select ADD ITEM at the top of the form window.

top of the form window.

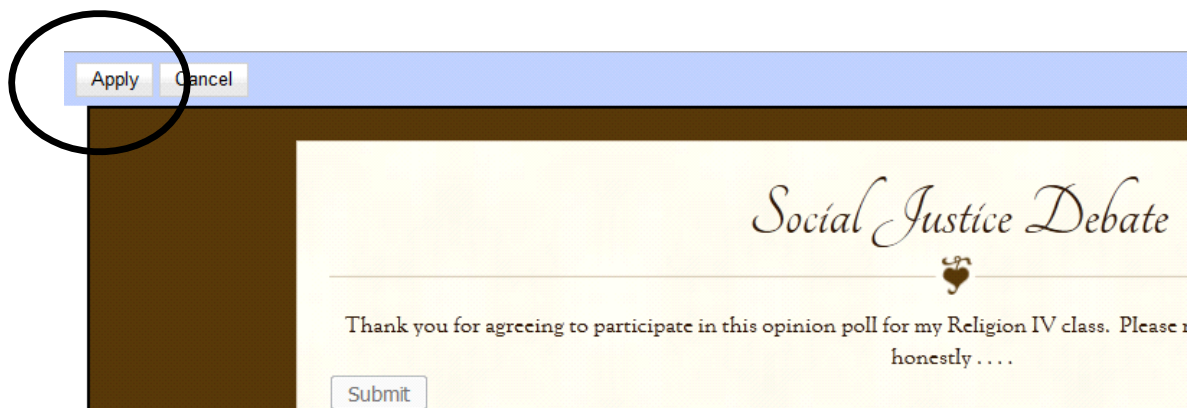
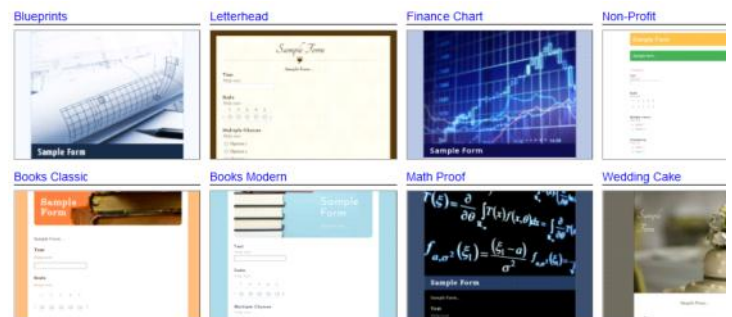


You can also apply a custom **THEME** to the form. You will not see the theme when creating the form, but the people taking the poll will see it.

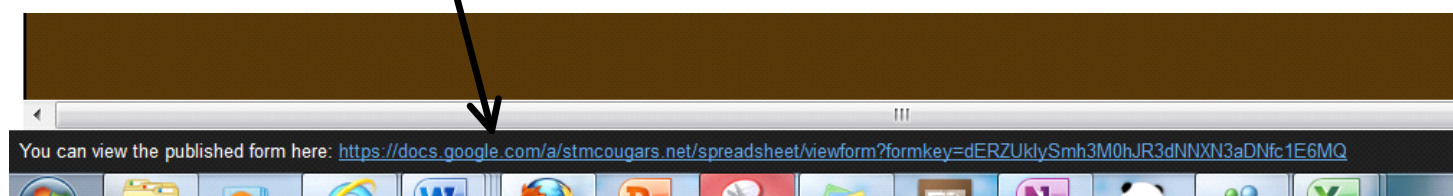
You can choose from a wide variety of professional themes.

Once the theme has been chosen, it will allow you to preview the theme.

If you like the theme, simply choose **APPLY**.



When you have completed the poll in Google.docs, you will need to find a way to share the poll with family and friends. At the bottom of the window, you will find a very long Internet URL. Select and copy the URL.



Shorten the URL before sharing with family and friends. Go to [tinyurl.com](https://tinyurl.com).

**Paste** the long URL from your poll into the appropriate box and select **MAKE TINY URL**.

## Welcome to TinyURL!™

Are you sick of posting URLs in emails only to have it break when sent causing the recipient paste it back together? Then you've come to the right place. By entering in a URL in the text box below, you can create a tiny URL that **will not break in email postings** and **never expires**.



The image shows the TinyURL creation interface. A black box highlights the 'Enter a long URL to make tiny:' text and the input field below it. An arrow points from the 'MAKE TINY URL' instruction in the previous block to the 'Make TinyURL!' button. Below the input field is a 'Custom alias (optional):' field with the example 'http://tinyurl.com/' and a note 'May contain letters, numbers, and dashes.'

An example

A shorter URL will be created to send to the people taking your poll.

## TinyURL was created!

The following URL:

**<https://docs.google.com/a/stmcougars.net/spreadsheet/viewform?formkey=dERZUkIySmh3M0hJR3dNNXN3aDNfc1E6MQ>**

has a length of 104 characters and resulted in the following

**<http://tinyurl.com/77asaqa>**  
[\[Open in new window\]](#)

**RESULTS** of the poll will be compiled into a spreadsheet (much like Excel). From the information gathered, you will be able to

Social Justice Debate ☆

File Edit View Insert Format Data Tools Form (0) Help Last edit was seconds ago

	A	B	C	D	E	F
1	Timestamp	Sample Question 1	Sample Question 2			
2						
3						
4						
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10						